1 About the Deskbook

Overview	1-1
Roles and Responsibilities	1-2
Chapter Descriptions	1-4
Chapter Organization	1-6
Icon Descriptions	1-7
Formatting Technique	1-8
Page Numbering	1-8

2 Setting Up A Budget

Overview	2-1
Scenario - Why Submit a Budget?	2-2
Completing the Case Plan	2-2
Checklist for the Case Plan	2-3
Completing the Budget	2-4
Types of Budget Forms	2-4
Budget Completion Steps	2-6
Checklist for Completing a Budget	2-8
Do I Need a Budget Worksheet?	2-9
Budget Worksheet Steps	2-10
Checklist for the Budget Worksheet	2-10
Submitting the Budget	2-11
Case Plan and Budget Submission Steps	2-11
Frequently Asked Questions	2-13

3 Submitting An Invoice

Overview	3-1
Scenario - Receipts? What Receipts?	3-2
When Do I Submit an Invoice?	3-2
Where Do I Submit an Invoice?	3-3
Completing the Invoice	3-3
What Expenses and Fees are Allowed?	3-4
What Expenses and Fees are Not Allowed?	3-5
Expenses	3-5
Fees	3-6
Overbudget Invoices	3-7
Legal Invoice	3-8
Itemized Expenses	3-9
Steps for Submitting an Invoice	3-10
Checklist for the Legal Invoice	3-11
Checklist for the LIF&E Form	3-12
Checklist for Expenses and LSA Rates	3-15
Reconsideration for Disallowances	3-18
Frequently Asked Questions	3-19

4 Amending the LSA

Overview	4-1
Scenario - Why Would I Amend My LSA?	4-2
Which Changes Require Amending the LSA?	?4-2
Structural Changes	4-2
Adding and Changing Staff and/or Office	es4-3
Change in Tax ID Number (TIN)	4-4
Steps for Submitting the Amended LSA Form	า 4-5
Checklist for the Amendment to the	
LSA Form or Letter	4-8
Frequently Asked Questions	4-9

5 Understanding Travel Policy

Overview	5-1
Scenario - Why Can't I Travel First Class?	
Travel Policy	5-3
Subsistence Allowances	5-4
Lodging	5-4
Meals	5-4
Per Diem Rates	5-5
Per Diem for Partial Days	5-5
Per Diem Reductions When Meals are Provided	5-6
Different Per Diem Rates on Same Day	5-6
Transportation Expenses	5-6
Privately-Owned Vehicle (POV)	5-7
Mileage Rate	5-8

5 Understanding Travel Policy (cont.)

Mileage Allowance	5-8
Rental Automobile	5-8
Common Carriers	5-10
Taxi Service	5-10
Baggage Handling	5-11
Special Travel Circumstances	5-12
Special Allowance Travel	5-12
Extended Duty Travel	5-12
Taking Leave While Traveling	5-13
Tax Exemptions	5-13
Non-Reimbursable Expenses	5-14
Shipment Charges	5-14
Getting Reimbursed	5-15
Supporting Travel Documentation	5-15
Preparing Travel Vouchers	5-16
Lodging	5-16
Privately-Owned Vehicle (POV)	5-17
Rental Automobile	5-17
Public Transportation	5-18
Courtesy Transportation	5-18
Transportation Tickets	5-18
Phone Calls	5-19
Travel Voucher Preparation Steps	5-19
Checklist for Travel Vouchers	5-21
Frequently Asked Questions	5-22

6 Amending A Budget

Overview	6-1
Scenario - What's Wrong with my Budget?	6-2
Amending the Case Plan and Budget	6-3
Amended Case Plan and Budget Completion Steps	6-3
Checklist for the Amended Case Plan and Budget	6-5
Do I Need an Amended Budget Worksheet?	6-6
Amended Budget Worksheet Completion Steps	6-7
Checklist for the Amended Budget Worksheet	6-7
Submitting the Amended Case Plan and Budget	6-8
Amended Case Plan and Budget Submission Steps	6-8
Frequently Asked Questions	6-9

7 Closing Out a Legal Matter

Overview	7-1
Scenario - What Do I Have to Do to Close Out	
the Legal Matter?	7-1
Submitting the Final Invoice	7-2
Providing Final Documentation	7-2
Returning Documents to the FDIC	7-2
Maintaining Matter Documents	7-3
Frequently Asked Questions	7-3

Appendices



Appellate Budget Form
Bankruptcy Budget Form
Litigation/PLS/Adversary Budget Form
Non-litigation/Transactional Budget Form
Bankruptcy Budget Worksheet
Litigation/PLS/Adversary Budget Worksheet

Amended Appellate Budget Form
Amended Bankruptcy Budget Form
Amended Litigation/PLS/Adversary Budget Form
Amended Non-litigation/Transactional Budget Form
Amended Bankruptcy Budget Worksheet
Amended Litigation/PLS/Adversary Budget Worksheet

Sample completed:

Litigation/PLS/Adversary Budget Form Litigation/PLS/Adversary Budget Worksheet Amended Litigation/PLS/Adversary Budget Form Amended Litigation/PLS/Adversary Budget Worksheet



Legal Invoice for Fees and Expenses (LIF&E) Form Sample completed LIF&E Form Sample Outside Counsel Legal Invoice



Law Firm Travel Voucher (and Continuation Sheet)
Sample completed Law Firm Travel Voucher
Maximum Per Diem Rates for Travel



Legal Services Agreement Amendment to the LSA Sample completed Amendment to the LSA



I. Mandatory Policies

Outside Counsel Conflicts of Interest Fee Cap Policy (Limitations of Fee Payments to Outside Counsel) Certification and Disclosure Procedures (31 U.S.C. 1352) (Byrd Amendment)

II. Informational Policies

Outside Counsel Selection Policy Retention of Women and Minorities of Majority Law Firms Co-Counsel Guidelines for Minority and Women Outreach Program Encouraging Competition Among Outside Counsel



FDIC Outside Counsel Coordinators and Contacts

List of Acronyms

Glossary

Index